

Report on the Jury System  
of the Circuit Court of  
Montgomery County

Submitted by  
David G. Barger

For the  
Administrative Office of the Courts

September 1977

Ad Agency  
Repts  
Judiciary

MD. JUV. & 2. CC M/1977

## Montgomery County

Montgomery County's Circuit Court is currently increasing the use of automation in its jury selection system, and plans to have the new procedures operating by the beginning of September. Since the system has not been implemented at this writing, a discussion of how the system will operate must leave open the possibility that changes may occur once it is operational.

Most of the information on the new system was obtained from discussions with the Clerk, and from examining a report and flow-chart on the new jury system written by the circuit court's data processing unit. An interview was also held with the court's jury commissioner.

The flow-chart of the new jury selection system (see appendix pp. 13-32) for Montgomery County's Circuit Court is fairly complete in describing how the areas of the jury selection system will work. However, the flow-chart does not contain the numerical information that corresponds to the processes described. To the extent possible, this report will include such data in addition to a discussion of how jurors are utilized once they are formally considered qualified.

The jury selection system for Montgomery County initially involves the county's Board of Elections Supervisors and the county's IBM computer. On the computer is a list of approximately 300,000 voters that is maintained by the Board. The court has the computer center run a random selection program on the voter's list to produce a list of 7,000 names. The number is an approximation of present needs based on prior needs. The program is based on an interval number and a random starting number selected by the jury judge.

The selection is a one-step process, in that only one interval number and one starting number are used . The list that results is sent to the court and placed on the court's own Hewlett Packard computer. Once the county's computer produces this initial list, its role and the Board's role in the jury selection process ends. This process occurs usually in August or September and there is no charge to the court.

Once the court's computer has been fed the list of 7,000 names, it prints questionnaires and mailing labels for each person on the list. These items are sent to the court's mail room where they are matched to envelopes and mailed out. The results from this mailing process, using 1977, are as follows:

1. Questionnaires mailed out - 7,000
2. Questionnaires returned - Data not available (N/A)
  - a. Percentage of those mailed out that are returned - N/A
  - b. Excused - statistics not kept
  - c. Exempt - statistics not kept
  - d. Disqualified - statistics not kept
  - e. Qualified -
    1. March term 2,135
    2. October term 948
    3. No preference 1,828
    4. Total 4,911
3. Not forwardable - statistics not kept
4. No response - statistics not kept

Percentage of those persons returning questionnaires that become qualified - N/A

Under the new automated system, statistics formerly not kept

(2, 2b, 2c, 3, 4) will be readily available from the computer.

As with other circuit courts in the State, Montgomery County's Circuit Court requires that the juror qualification forms be returned in ten days. Because of the realities of dealing with delays, action is not taken on non-returns until after the twenty-first day. Twenty-one days after the questionnaires are mailed out, all those that are returned are fed into a mark-sense reader. The reader produces a tape that contains information on the status of persons who have filled out the questionnaire. This tape is then analyzed by the computer and a list is made of those persons that are shown to be clearly qualified or disqualified. Those that do not fall into one category or the other, must be further analyzed manually. Once the list of qualified and disqualified is produced, a comparison list (to the original mailouts) is then prepared to check on those individuals who have not yet responded. The computer then prints summonses for this group so that responses may be received from everyone. (Note: Non-forwardables are not included in this summonsing process.) If a person does not respond to the summons, he or she can be ordered into court and fined, though this is rarely done. The court feels it is not worth its time to pursue the matter beyond the summons stage. Also, only a few do not respond to the summons.

Once it is determined which persons are qualified for jury service, these persons are separated by the term that they wish to serve in. When it comes time to select for service, the computer goes through a randomized program of selection and selects the Grand Jurors, the alternates, and the Petit Jurors for the two six-month terms of court, March and September. Though the computer

selection involves a complex random procedure (there are "random" programs that are easy for the computer to perform, yet difficult to explain) the basic idea is that preferences are considered, but not controlling, and selection is done from basically equal groups.

The first 23 persons selected by the computer are designated as the Grand Jury for the first term. The first person of those 23 becomes the foreman. The next 23 selected are alternates for that first term. The next two groups of 23 are for the second term. The alternates are used by going right down the list, contacting them when necessary. The necessity of contacting an alternate Grand Juror arises when a regular Grand Juror has been excused as a result of a written request submitted to the court and examined and ruled on by the jury judge. The written request for excuse is submitted in between the time that the Grand Juror is summoned to report and the time that he must report. This is so because it is at the time that the summons is sent that the Grand Juror learns of his status and the procedure of submitting a written request.

On the first day of service, all 23 Grand Jurors must be present so that they can be sworn in. After this, only a majority of 12 need be present at any time. Temporary absences can be approved by the foreman. The Grand Jury generally meets once a week, though it can be more if necessary, for the entire six-month term. The money appropriated for the Grand Jury in Montgomery County in FY 1977 was \$12,000.

After the Grand Jurors are selected, the Petit Jurors are chosen. The latter are required to serve only two weeks. In the past, panels containing 150 persons were selected. Under the new system, the Clerk of Court is attempting to change to a system of only

120-130 persons on a panel. The Clerk feels juror time and court money could both be saved by reducing panels, and he is in the process of analyzing data to attempt to justify this argument for size reduction.

Because the term of petit jury service is two weeks, the computer selects 26 panels. Thirty days prior to service, they are mailed a summons which informs them of their status and the time that they are scheduled to appear. As with the Grand Jurors, Petit Jurors can submit a written request for a permanent excuse which is examined by the jury judge. If they are excused from the panel, they are not replaced because an attrition rate is taken into account when deciding on a panel size. If a juror requests a permanent excuse and is denied it, when the juror reports for service, the jury commissioner may temporarily excuse the person to help him or her out, or in extreme cases may permanently excuse the person if enough jurors are available.

When it becomes time to summons the jurors for service (30 days prior to the date of service), personal service using the sheriff's office is used for Grand Jurors and their alternates, and certified mail service is used for Petit Jurors. The court is not billed by the sheriff for his service, but the cost for certified mail is \$.98 per letter. If 150 jurors are summoned each two weeks, the cost of certified mail comes to \$3,900. If the first registered letter is not picked up, the court sends a second and if that is not picked up, the court uses the telephone.

Studies have shown that regular mail is just as effective as certified mail in summonsing persons for service. Since regular mail also costs considerably less than certified mail, the former

should be used in the summonsing stage.

Although each Petit Jury panel must be available to serve two weeks, the actual number of days a juror is present at the court averages only four to six days. In FY 1977, the money appropriated for Petit Juries was \$216,000. On the first day of each panel's service, a juror orientation program is conducted consisting of a film, an address by a jury judge and a follow-up question and answer session. On the same day, the assignment office schedules trials that are expected to need a large number of jurors. This is done in order to maximize the full use of jurors who are required to attend on this first day. When jurors report for jury duty, they are asked to report to a central jury assembly room which unlike the facilities in some jurisdictions is capable of holding the entire panel. The room has also been remodeled recently and the facilities are adequate. There is a television set and there are plans for a stereo unit. Attendance is then taken, which is entered into the computer. At the end of a two-week term of service, a list is printed showing the amount owed to each juror. This information is then forwarded to the county and payment is made.

After the jurors report the first day, they are instructed on the procedure for re-reporting. Each day after a juror is excused, he or she must call the court after 5 P.M. to learn if he or she must report the next day. The court uses a code-a-phone. By 4:30 each day, the jury commissioner learns from the assignment office how many and what types of cases are scheduled for the next day. Based on this information, the number of judges available and his own experience, the jury commissioner decides how many jurors will be needed and places this information on the code-a-phone. A juror

can readily ascertain his status by calling on the phone. The panel of approximately 150 jurors is divided into 10 to 11 groups of about 15 persons. The commissioner keeps track of how many days each panel has served and the decision on what group to call is affected by the desire to balance the length of service among the panels.

The formula that the jury commissioner uses to decide on how many jurors to call is an ad hoc one. Whereas some courts add together the number of total peremptory challenges allowed to the number of jurors that sit on a case, to arrive at the number of jurors to send to voir dire, the jury commissioner only uses this formula as a factor in his determination of how many to send. For example, most courts send 22 to 25 jurors to voir dire for a civil case (12 jurors plus 1 alternate plus 8 regular peremptory challenges and possible extra peremptory challenges for the alternate). Montgomery County's jury commissioner usually sends 28 to 30. In major criminal cases where the peremptory challenges allowed are 20 for the defense, 10 for the prosecution, many courts send around 50 jurors to voir dire. The jury commissioner in Montgomery County has commented that he sends approximately 70 jurors if they are available. These figures are based on intuition and experience. According to the commissioner, an additional factor in the determining of how many jurors are sent to voir dire is the individual judge. Montgomery County's Circuit Court does not have formal guidelines on how many jurors to call for the various types of cases. Each judge can make his own determination of how many jurors he needs for a case.

This lack of a formal policy and the lack of agreement among



the judges on how many jurors to use can lead to excessive costs. If feasible, the court should look to developing some guidelines on the number of jurors to send to voir dire and the number of jurors to have report, based on the number and types of cases. A determination should be made of how many jurors are actually used in the various types of cases (see appendix, pp. 34-36 for forms) and the decision on how many to send should be based on this number that is actually used.

Upon completion of a voir dire process, those jurors not selected for that case are instructed to report back to the jury assembly room for possible use in another case. Criminal cases are supposed to start at 9:30 a.m. and civil cases at 10:00 a.m. If the cases did always start at these times, there would be little chance for juror reuse because voir dire in criminal cases usually take longer than thirty minutes. Because judges often settle various other matters prior to starting a trial and because there are often carry-over trials that tie up a courtroom, many cases do not start at the scheduled 9:30 and 10:00 a.m. times. An example of this may be seen where a judge might hear motions on the case to be tried, or hear motions on another case and consequently might not get to the voir dire stage until 11:00 or 11:30. Or, a case may carry over and another not be able to start until 1:00. Thus, the potential for reuse is present, since the separation in starting times is often great enough to allow a juror to sit on more than one voir dire. This potential is not realized to its fullest because the delays occur informally and persons who plan for the presence of jurors are not informed about these delays until

they occur. The juror commissioner assumes, for lack of better information, that the cases will start on time.

Because the problem is one of a lack of communication, part of the solution is to increase communication from judges and attorneys to the assignment office or the jury commissioner. If a judge knows that he will not start on time and if an attorney knows or thinks his case might settle, they should make this information available, preferably the night before the trial.

An additional partial solution might be to increase the amount of time separating criminal and civil cases. This should be done downward, to 8:30 or 9:00, as an increase upward might increase the number of carry-over trials. Possibly a study should be conducted to see how much separation would be necessary to allow reuse. It might even be better for civil cases to begin first as it appears that the voir dire process for these cases does not take as long.

Upon completion of a term of service, jurors are given a certificate of appreciation for their service. The jurors are also given an exit questionnaire to complete, with a return envelope so that they can take it home to fill out. According to the clerk of court, many of the suggestions in the returned questionnaires supplied the impetus for improving the jury assembly room.

In the area of the jury utilization, the jury commissioner collects daily statistics on panel sizes, the number of persons sent to voir dire, the number of trials scheduled, and the number of cases tried (see appendix, page 33). The information that the jury commissioner collects is sent to the jury judge. One statistic that is noticeably lacking is information on how many jurors are actually

used in voir dire, that is, the number of jurors sitting on a case and the number of jurors actually challenged. Without this data, it is difficult to tell if the groups sent to voir dire are too large and as such, under-utilized.

Statistics on the jury system are kept on the court's computer in an historical file, which contains information on jurors that have served in the past, so that persons who fall under the statutory provided three-year exemption will not be included for possible selection during that time. The computer also contains information on the county criminal and civil records of persons to see if a person should be disqualified from service because of a previous crime or a pending case.

Montgomery County's new automated jury system has the potential to be a very effective and efficient operation. There is the possibility that many man-hours will be saved, hours that can be used to improve other areas of the system. The automated selection and pay process, because it is in-house, also will make the court less dependent on other branches of government for assistance. This position of increased autonomy is consistent with the idea that the Judiciary should in fact be a co-equal branch of government. Additionally, automation will make available valuable information to aid in the managing and planning of the jury system. The development of this automated process will also give the court personnel more time to analyze the juror utilization aspect of the system. In the past, this part of the jury system appeared to function on an "ad hoc" basis and seemed to be less accountable to concepts such as efficiency. For example, as with other circuit courts, Montgomery's Court had a substantial amount of qualified jurors that were not called. In 1977, the questionnaire process produced 4,911 qualified

persons, but only about 4,000 were called. The 900 persons left represented a 20 percent unnecessary workload in the selection to qualification stage. Thus, in analyzing juror utilization, thought should be given not only to reducing panel sizes, but to the possibility of reducing the number of questionnaires mailed out. Changes such as these and other changes which are being considered, such as the idea that voir dire could be conducted in the jury assembly room by the judge to minimize unnecessary traffic and to minimize waste, might help the court to reach its potential in the jury area.

APPENDIX

Attached report on Montgomery County's jury selection system by their data processing unit.

MONTGOMERY COUNTY CIRCUIT COURT

JURY SELECTION SYSTEM

The Montgomery County Jury System is designed for the purpose of assisting the Jury Commissioner, in the selection of jurors and preparing all jury related documents. This system has the ability to give statistical reports as requested by Circuit Court Officials.

The major components of the system are:

1. (A) Questionnaire

Each year we will be furnished a tape from the county computer department of new prospective jurors. From this, questionnaires (SEE SAMPLE A-1) will be printed and mailed.

(B) Qualify Prospective Jurors

After a period of 21 days has elapsed all returned questionnaires will be read through an optical scanner, which in turn produces a tape. This tape will consist of all answers from questionnaires for each prospective juror, and an identifying number for each set of answers. The tape will then be used as input for a qualifying program. The program looks at each set of answers and will determine whether to automatically qualify or create a file for personal attention of Jury Judge for those submitted excuses. It will purge all unqualified questionnaires.

2. Selection of Grand Jurors, Alternates and Petit Panels

After all names are qualified they will be used as input for the randomizer program. This program will shuffle all names so there will be no logical order. From this we will select the first 46 names from the file. These names then will be used as Grand Jurors and Alternates. The remaining names will be used to select the Petit panels. A listing will be produced (SEE SAMPLE A-4) for each panel drawn.

3. Automatic Summons Issue

After the Grand Jury and Alternates have been selected and approximately one month before each panel is to commence a summons will automatically be printed (SEE SAMPLE A-5, A-6, A-7) and mailed advising Jurors of the date of their initial attendance.

4. Attendance Report

Due to the change in pay schedule for jurors a report will be printed after each panel is completed. Attendance record will be entered through the attendance update screen (SEE SAMPLE A-8) and this will generate an attendance report (SEE SAMPLE A-9) to be approved by Jury Commissioner and sent to payroll.

On the following pages is a detailed flowchart of the proposed Jury System, and samples of all print-outs. As this program is flexible to meet the Courts requirements, any additions or deletions are possible at any stage. For example, a program to create a history file can be created now or at any future time, as all necessary information is already stored.

The Circuit Court Department of Data Processing will be available at the Judge's meeting on June 6, 1977, to explain in depth the program and answer inquiries relating thereto.

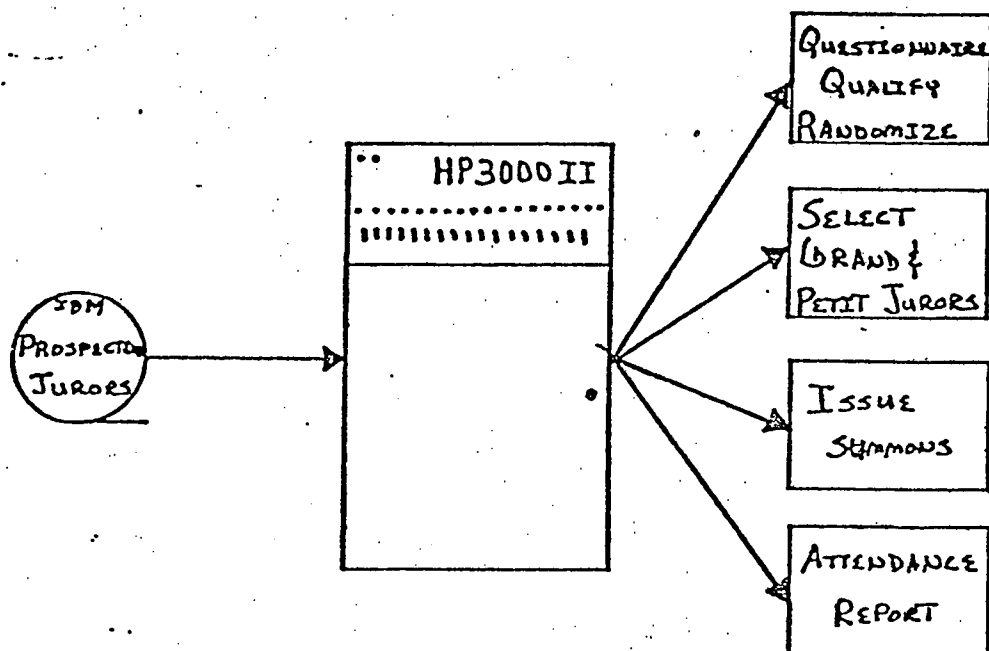
# MONTGOMERY COUNTY

## "Automated"

### JURY SELECTION SYSTEM

#### OBJECTIVES:

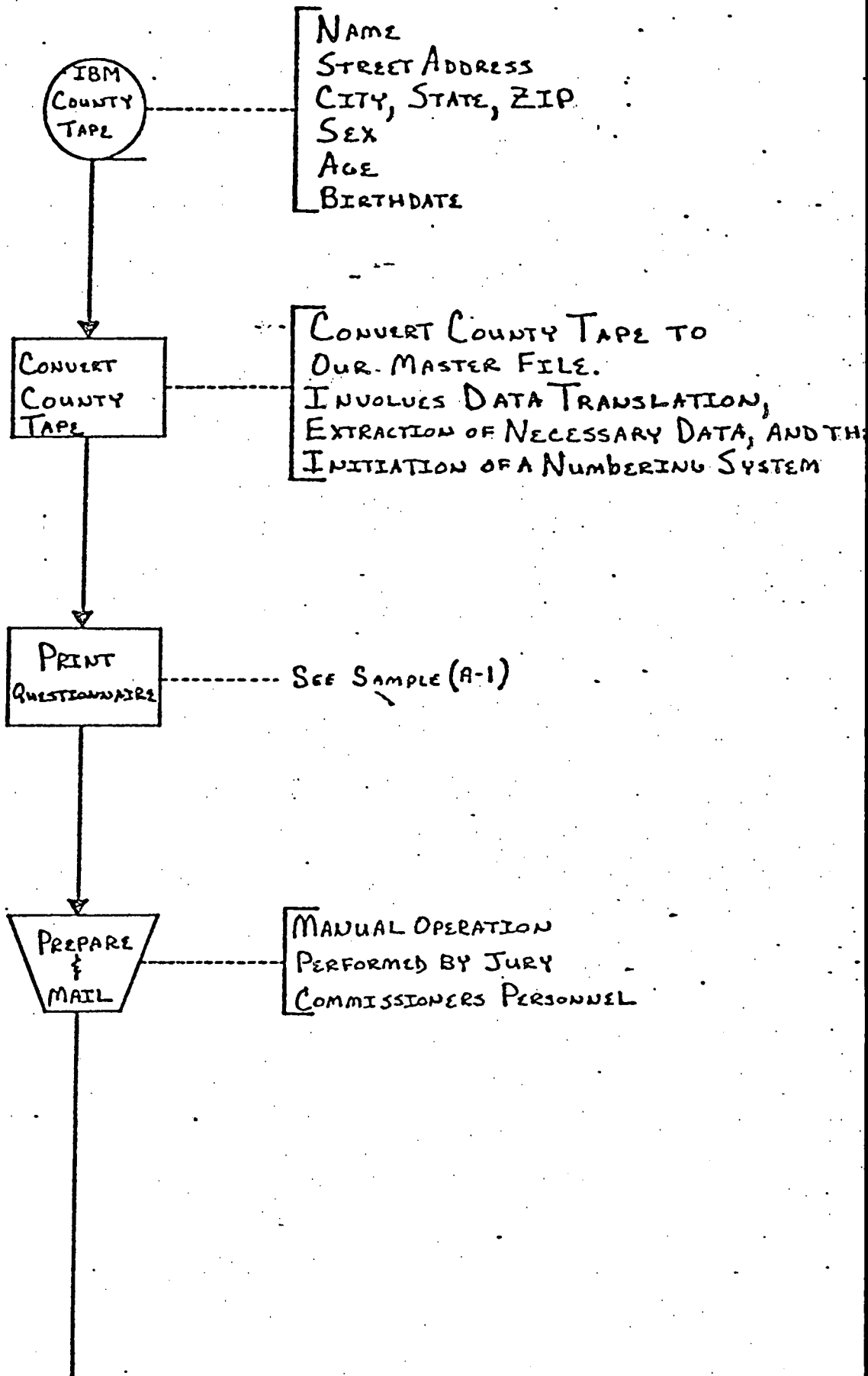
1. QUALIFY PROSPECTIVE JURORS
2. RANDOM SELECTION OF ALL JURY PANELS
3. AUTOMATIC SUMMONS ISSUE
4. ATTENDANCE REPORT

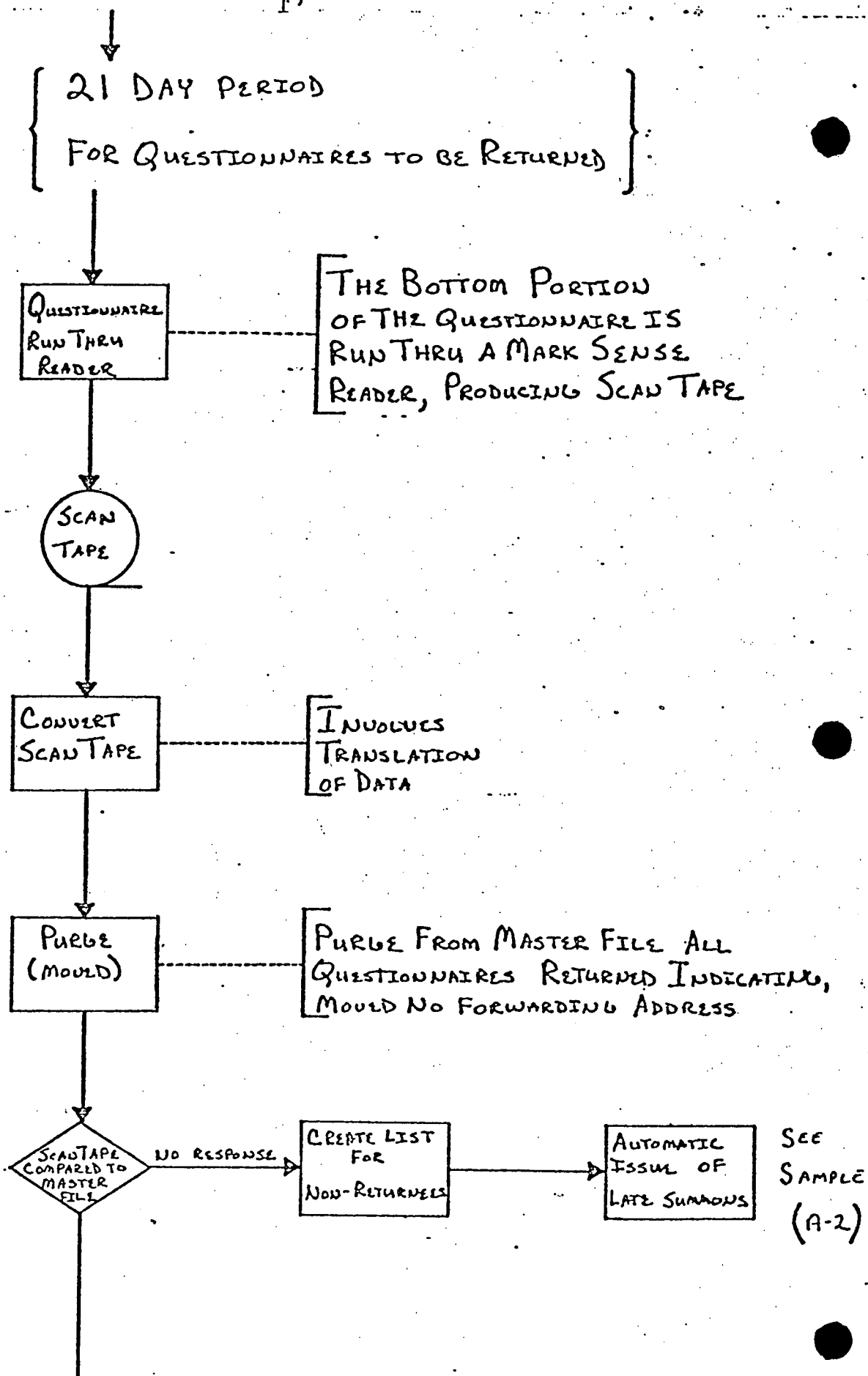


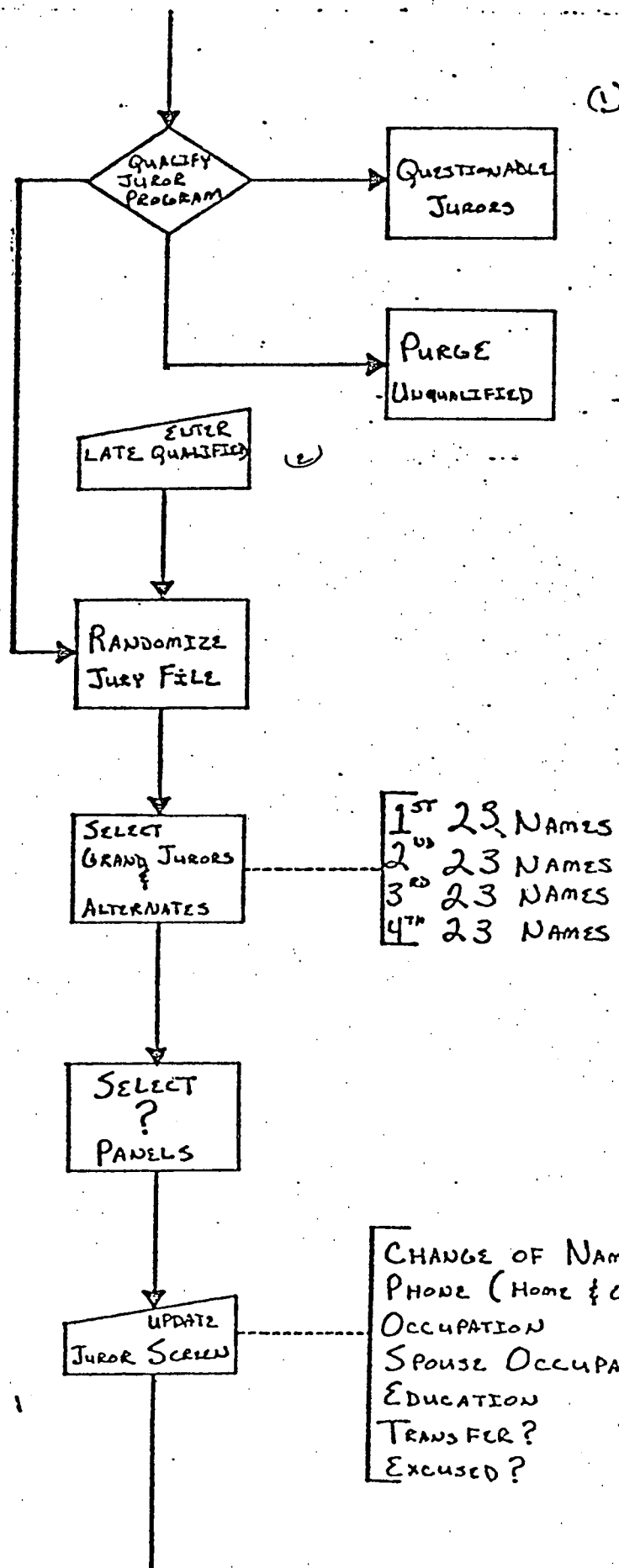
#### DEADLINE:

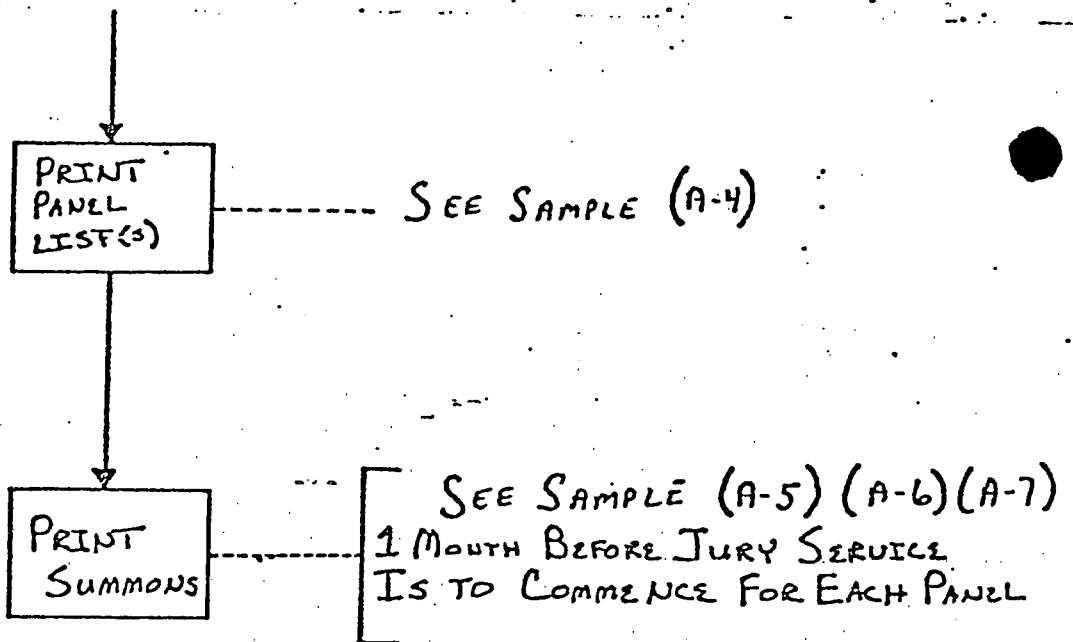
AUGUST 1977



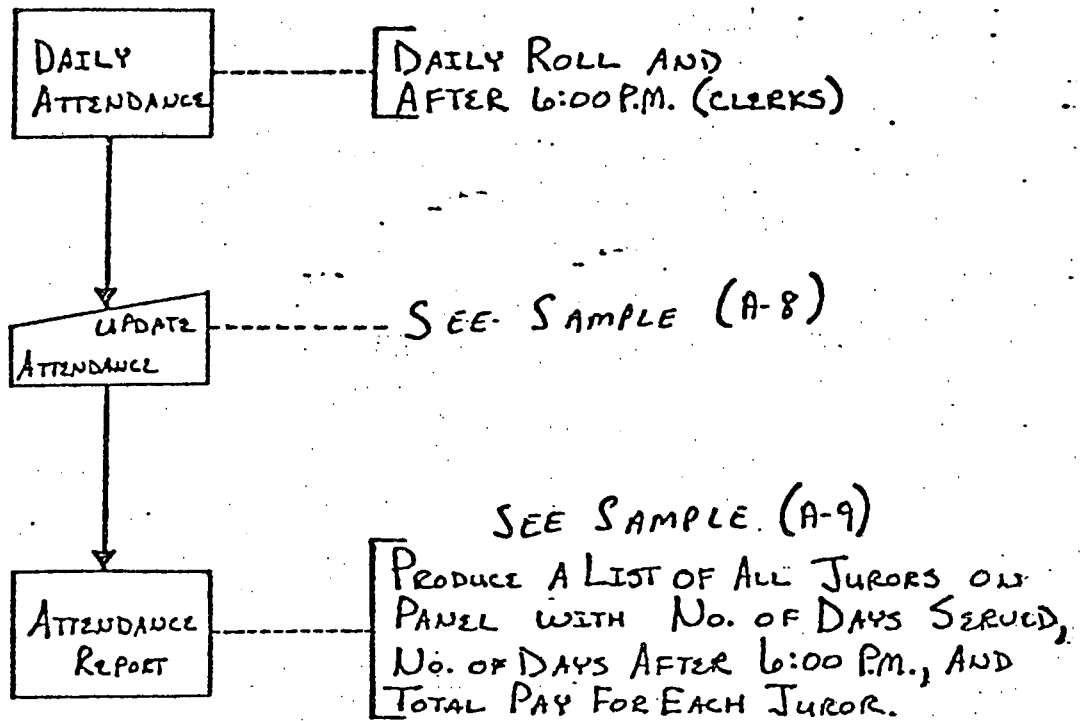








(3)



HISTORICAL  
FILE

the 7000 names are  
run through the  
list of persons  
previously serving  
to see if they  
are exempt. If they  
are, their name is  
dropped out.

used sometimes as a check on  
whether persons actually served in  
the last three years

Do record of past record  
criminal record ??

\* 90 - into this

uses separate file  
it's ~~own~~ file

**INSTRUCTIONS:** Please read entire form before completing questions. It is necessary for all questions to be answered in full. In the blocks provided to the right of questions A thru H, answer YES or NO by coloring in the proper block. An effort is made to designate a period of service that will be most convenient for Petit Jurors. Question I is directed to this. You are asked to indicate 1st and 2nd choices, or NO PREFERENCE by coloring appropriate blocks.

**EXAMPLE:** If 1st choice is panel 9 - Darken 9 in 1st choice columns.

No more than one colored block per column.

Please understand that it may not be possible to meet your choice, but an attempt to do so will be carried out. It will be of substantial assistance if those to whom service period is not important will mark the block indicating "NO PREFERENCE". For your use in answering question I, the Petit Jury panel numbers and the commencing date for service for each are:

5 1301  
JOAN H ABRAHAM  
APT. 103  
2527 GLENALLAN AVE  
SILVER SPRING MD. 20906

PANEL	
1 - Mar. 6, 1978	14 - Sept. 4, 1978
2 - Mar. 20, 1978	15 - Sept. 18, 1978
3 - Apr. 3, 1978	16 - Oct. 2, 1978
4 - Apr. 17, 1978	17 - Oct. 16, 1978
5 - May 1, 1978	18 - Oct. 30, 1978
6 - May 15, 1978	19 - Nov. 13, 1978
7 - May 29, 1978	20 - Nov. 27, 1978
8 - June 12, 1978	21 - Dec. 11, 1978
9 - June 26, 1978	22 - Dec. 25, 1978
10 - July 10, 1978	23 - Jan. 8, 1979
11 - July 24, 1978	24 - Jan. 22, 1979
12 - Aug. 7, 1978	25 - Feb. 5, 1979
13 - Aug. 21, 1978	26 - Feb. 19, 1979

AGE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ SEX: \_\_\_\_\_ TELEPHONE: HOME: \_\_\_\_\_  
OFFICE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

IF MARRIED \_\_\_\_\_

SPOUSE OCCUPATION: \_\_\_\_\_

EDUCATION: (CHECK ONE) ( ) ELEMENTARY ( ) HIGH SCHOOL ( ) COLLEGE

EXCUSE: \_\_\_\_\_

DO NOT WRITE IN THIS SPACE.

PANEL NO. \_\_\_\_\_

COURT TERM \_\_\_\_\_

DRAWN FROM Q.J.W. \_\_\_\_\_

(DATE) \_\_\_\_\_

QUALIFIED \_\_\_\_\_

DISQUALIFIED \_\_\_\_\_

EXCUSED \_\_\_\_\_

DECEASED \_\_\_\_\_

EXEMPTED \_\_\_\_\_

S.I.-CERT. MAIL \_\_\_\_\_

(DATE) \_\_\_\_\_

RETURN: SERVED \_\_\_\_\_

U/C \_\_\_\_\_

S.I. SHERIFF \_\_\_\_\_

(DATE) \_\_\_\_\_

RETURNED: SERVED \_\_\_\_\_

N.E. \_\_\_\_\_

M.E. \_\_\_\_\_

COUNTERMANDED \_\_\_\_\_

SERVED: FROM \_\_\_\_\_

TO \_\_\_\_\_

YES NO

A. Is your name and address correct? (If no, fill in new address below)

B. If age 70 or over, do you request exemption?

C. Can you read, write and understand English?

D. Do you have any physical or mental infirmity?

E. Impairing your capacity to serve as a juror?

(If yes, attach Doctors Certificate)

F. Have you been convicted in any State or Federal Court or record of a Criminal Offense, other than a minor traffic offense?

G. A minor traffic offense is one punishable by a fine of less than \$500.00 or imprisonment for less than 6 months?

H. If yes, were your civil rights restored by pardon or amnesty?

I. Are there any such charges now pending against you?

J. Have you been convicted of failure to file a juror qualification form, or failure to appear or complete jury service?

K. Do you have a civil suit pending in Montgomery County, Maryland?

(If yes, please give docket number)

L. Have you been a petit or grand juror in the last three years?

(If yes, give date when such service ended)

M. Do you have grounds for excuse?

(If yes, fill in excuse above)

N. Indicate panel preference.

NO PREFERENCE

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

Any person who willfully misrepresents a material fact on a Juror Qualification Form for the purpose of avoiding or receiving service as a juror may be fined not more than \$500.00 or imprisoned not more than thirty (30) days, or both. Any person failing to fill out a Juror Qualification Form without good cause, may be fined not more than \$100.00 or imprisoned not more than thirty (30) days or both.

[0007421]

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

THE CIRCUIT COURT FOR MONTGOMERY COUNTY  
SIXTH JUDICIAL CIRCUIT  
ROCKVILLE, MARYLAND 20850

DECEMBER 6, 1977

Dear Citizen:

Your name has been selected from the Master jury file by a random selection process. Consequently you are being considered for jury service in the Circuit Court for Montgomery County during the period from March 6, 1978 through March 2, 1979.

THIS IS NOT A SUMMONS FOR JURY SERVICE

Please answer each question, sign and return this form within ten (10) days from the above date. If you are unable to fill out this form, someone else may do it for you provided that person indicates at the bottom of this form why it was necessary for him to do it instead of you. If you do not return form within ten (10) days, you will be summoned to report at your expense for completion of the juror qualification form at this office. If your address changes after you have returned the form, please notify us promptly by letter.

If qualified for jury service, your name may be randomly selected for service as either a Grand or Petit Juror. Unless special panels are convened, Grand Jury service lasts for six months, one period commencing March 6, 1978, and the other on October 2, 1978. Normally the Grand Jury meets one day a week. Members of the Grand Jury are selected by the first names selected by the computer.

Petit or trial jurors are selected in panels for service for two consecutive weeks. The actual period of service is determined by trial schedule and duration. Normally it does not extend beyond the two week period.

To repeat, this is not a summons for jury service, you will subsequently receive a summons approximately one month before service is to commence.

VERY TRULY YOURS,

ROBERT T. CUFF  
JURY COMMISSIONER  
COURTHOUSE, ROOM 108  
ROCKVILLE, MARYLAND 20850



SAMPLE  
A-2

THE CIRCUIT COURT FOR  
MONTGOMERY COUNTY  
SIXTH JUDICIAL CIRCUIT  
OF MARYLAND  
ROCKVILLE, MARYLAND 20850

\*\*\*\*\*  
\* SUMMONS \*  
\*\*\*\*\*

THE STATE OF MARYLAND  
MONTGOMERY COUNTY, TO WIT:

ALBERT R. ALLISON  
3905 QUEEN MARY DR.  
OLNEY , MO. 20503

DEAR SIR OR MADAM:

OUR RECORDS SHOW THAT YOU HAVE NOT RETURNED A COMPLETED  
JUROR QUALIFICATION FORM AS INSTRUCTED AND WHICH, ACCORDING TO  
OUR RECORDS, WAS SENT TO YOU AT THE ABOVE ADDRESS ON 99/99/99.

YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THE UNDERSIGNED,  
AT ROOM 108, COURTHOUSE, ROCKVILLE, MARYLAND AT ONE P.M. ON  
99/99/99 TO FILL OUT A JUROR QUALIFICATION FORM, AS REQUIRED  
BY LAW.

YOUR FAILURE TO APPEAR AS DIRECTED WILL RESULT IN THE  
ISSUANCE OF AN ORDER OF THE COURT COMMANDING YOU TO APPEAR  
BEFORE ONE OF THE JUDGES OF THIS COURT AND SHOW CAUSE FOR  
YOUR FAILURE TO COMPLY WITH THE SUMMONS. THE LAW PROVIDES  
THAT ANY PERSON WHO FAILS TO APPEAR PURSUANT TO SUCH ORDER  
OR WHO FAILS TO SHOW GOOD CAUSE FOR NONCOMPLIANCE WITH THE  
SUMMONS MAY BE FINED NOT MORE THAN \$100.00 OR IMPRISONED  
NOT MORE THAN THREE DAYS, OR BOTH.  
DATE: 99/99/99

ROBERT T. CUFF  
JURY COMMISSIONER,  
CIRCUIT COURT FOR  
MONTGOMERY COUNTY, MO.

SUMMONED 99/99/99 AND COPY OF SUMMONS DELIVERED TO THE ABOVE  
NAMED PERSON.

SHERIFF OF  
MONTGOMERY COUNTY

# DATA ENTRY LIBRARY FORM LAYOUT SHEET

[illegible][illegible][illegible][illegible]

GROUP A

SAMPLE  
 A-4

A-1 ALBERT R. ALLISON  
 3905 QUEEN MARY DR.  
 OLNEY MD. 20903  
 69 - M - COLLEGE  
 RETIRED NAVY DEPT.  
 WIFE: HOUSEWIFE  
 HUS: 1 BUSINESSMAN

A-2 FLORENCE ALPERIN  
 1608 PARKWAY RD.  
 SILVER SPRING MD. 20900  
 40 - F - HIGH SCHOOL  
 HOUSEWIFE  
 HUS: 1 BUSINESSMAN

A-3 JOHN L. ANDERSON  
 12004 HOLBROOKE AV.  
 SILVER SPRING MD. 20902  
 22 - M - HIGH SCHOOL  
 PRINTER  
 WIFE: 1

A-4 EUGAN C. ASHLEY  
 4717 BEL PRE RD.  
 ROCKVILLE MD. 20906  
 50 - M - COLLEGE  
 TECH. SPECIALIST  
 WIFE: HOUSEWIFE

A-5 CHARLES N. BAKER  
 13309 CLEVELAND DR.  
 ROCKVILLE MD. 20850  
 28 - M - HIGH SCHOOL  
 SECT.  
 WIFE: 1

A-6 HELEN S. HANRAH  
 6515 E. HALENT AV.  
 BETHESDA MD. 20881  
 59 - F - HIGH SCHOOL  
 HOUSEWIFE  
 HUS: 1 A.F.L.-C.I.O.

A-7 DONALD S. BEANO  
 9204 MOONVALE DR.  
 JAMASCUS MD. 21212  
 45 - M - COLLEGE  
 NUCLEAR ENGINEER  
 WIFE: 1 TEACHER

A-8 HOLLIS M. BEARD  
 20003 HUFFSTEAD LA.  
 GAITHERSBURG MD. 20915  
 30 - F - COLLEGE  
 COURT REPORTER  
 HUS: 1 ENGINEER

A-9 KILIA S. BECK  
 12215 CONNECTICUT AVE.  
 SILVER SPRING MD. 20906  
 50 - F - HIGH SCHOOL  
 BUDGET ANALYST  
 HUS: 1 RETIRED

A-10 EDWIN A. BEIGHT JR.  
 4814 IRIS PL.  
 ROCKVILLE MD. 20850  
 43 - M - COLLEGE  
 PRINTER  
 WIFE: 1

A-11 JOHN C. BENNETT  
 2924 COUNTRYSIDE DR.  
 SILVER SPRING MD. 20906  
 34 - M - COLLEGE  
 TRANS. CONSULTANT  
 WIFE: 1 HOUSEWIFE

A-12 PATRICIA A. BIANCHI  
 10633 DEMOCRACY LA.  
 ROCKVILLE MD. 20850  
 34 - F - COLLEGE  
 BUDGET ANALYST  
 HUS: 1 TEACHER

A-13 MARGARET H. BOEGLIN  
 4407 ENFIELD RD.  
 BETHESDA MD. 20907  
 58 - F - HIGH SCHOOL  
 HOUSEWIFE  
 HUS: 1 MARYLAND ORY WALL

A-14 HELENETTA BOWLES  
 11215 OAK LEAF DR. APT. 1215  
 SILVER SPRING MD. 20906  
 57 - F - HIGH SCHOOL  
 SECRETARY  
 HUS: 1

A-15 RUTH S. BOWEN  
 9618 MILLBIDGE DR.  
 BETHESDA MD. 20905  
 60 - F - COLLEGE  
 SECRETARY  
 HUS: 1 RETIRED

GROUP B

B-1 STEPHEN T. BRAULEY  
2301 GLENALLAN AVE #403  
SILVER SPRING MD. 20906  
24 - M - COLLEGE  
RETAIL MANAGER  
WIFE: EDITOR

B-2 J. BARBARA BRODUS  
1231 E. RANDOLPH RD.  
SILVER SPRING MD. 20906  
50 - F - HIGH SCHOOL  
CUSTODIAN  
HUS: 1

B-3 SALLY G. CASSIDY  
16 MAGNOLIA PKY.  
CHEVY CHASE MD. 20853  
46 - F - COLLEGE  
HOUSEWIFE  
HUS: 1 PRES. BUILDING CO.

B-4 MILTON CHASE  
6208 BARNHUCKBURN OR.  
BETHESDA MD. 20916  
62 - M - COLLEGE  
ENGINEER  
WIFE: HOUSEWIFE

B-5 ALLEN T. CLAPP  
10301 PARKMAN RD.  
SILVER SPRING MD. 20906  
55 - M - COLLEGE  
REAL ESTATE APPRAISER  
WIFE: NURSE

B-6 MARY M. CLARKE  
14004 COVE LN.  
ROCKVILLE MD. 20851  
32 - F - HIGH SCHOOL  
HSA  
HUS: 1 UNEMPLOYED

B-7 SIEGFRIED M. CLEMENS  
504 SISSIUN ST.  
SILVER SPRING MD. 20906  
60 - M - COLLEGE  
HSA  
WIFE: HOUSEWIFE

B-8 HESSIE E. CONNELLY  
16911 WAINSVILLE RD.  
BOTHES MD. 21345  
51 - F - HIGH SCHOOL  
NATIONAL GEO. SOC.  
HUS: 1 HEAVY EQUIPMENT OPER.

B-9 EVELYN H. COSTELLO  
4414 IRIS PL.  
ROCKVILLE MD. 20852  
50 - F - COLLEGE  
SECRETARY  
HUS: 1 PLUMBER

B-10 MARCIA G. CHAMFORD  
3213 BLUEFORD RD.  
KENSINGTON MD. 20857  
27 - F - COLLEGE  
PROGRAMMER  
HUS: 1 TECHNICAL SERVICE REP.

B-11 ROBERT H. CRECY  
3 GOODPORT CT.  
GAITHERSBURG MD. 21915  
27 - M - COLLEGE  
HSA  
WIFE: COMPUTER SPECIALIST

B-12 DORIS L. CZARA  
5421 PLATINUM RD.  
BETHESDA MD. 20914  
53 - F - COLLEGE  
HOUSEWIFE  
HUS: 1 ATTORNEY

B-13 BRIAN L. DARNELL  
12401 GREENHILL DR.  
SILVER SPRING MD. 20907  
18 - M - COLLEGE  
STUDENT  
WIFE: 1

B-14 CAROLYN S. DEJANIKUS  
4405 HUXMODO RD.  
BETHESDA MD. 21918  
56 - F - COLLEGE  
HOUSEWIFE  
HUS: 1 RETIRED

B-15 DIANE K. DILLINE  
3906 PROSPECT ST.  
KENSINGTON MD. 21212  
29 - F - COLLEGE  
ATTORNEY  
HUS: 1 ATTORNEY

## PETIT JURY SUMMONS

Sample  
A-5

THE STATE OF MARYLAND  
MONTGOMERY COUNTY, TO WIT:

ALBERT R. ALLISON  
3905 QUEEN MARY DR.  
OLNEY, MD. 20503

YOU ARE HEREBY SUMMONED

TO APPEAR IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY,  
MARYLAND, COURTROOM ONE, THIRD FLOOR, COURTHOUSE, ROCKVILLE,  
MD. ON 01/15/77 AT 8:30 O'CLOCK A.M. FOR ORIENTATION AND  
INSTRUCTIONS CONCERNING YOUR SERVICE AS A PETIT JUROR FOR A  
PERIOD NORMALLY NOT EXCEEDING TWO WEEKS, COMMENCING ON  
01/25/77, HAVING BEEN SELECTED FOR THIS DUTY PURSUANT TO THE  
PROVISIONS OF TITLE 8, COURTS AND JUDICIAL PROCEEDINGS  
ARTICLE, OF THE ANNOTATED CODE OF MARYLAND.

WITNESS THE HONORABLE JOHN J. MITCHELL, JURY JUDGE OF  
THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND.

01/01/77  
(DATE)

TO THE PERSON SUMMONED:

PERSONAL ATTENDANCE IN THE COURTROOM ON THE DAY NAMED IN  
THIS SUMMONS IS REQUIRED.

THE LAW PROVIDES THAT ANY PERSON WHO FAILS TO APPEAR AS  
REQUIRED BY THIS SUMMONS, WITHOUT GOOD CAUSE, MAY BE FINED  
NOT MORE THAN \$100.00 OR IMPRISONED NOT MORE THAN THREE (3)  
DAYS, OR BOTH.

ROBERT T. CUFF  
JURY COMMISSIONER,  
CIRCUIT COURT FOR  
MONTGOMERY COUNTY, MARYLAND

---

SHERIFF'S RETURN

SUMMONED THE ABOVE-NAMED JUROR THIS \_\_\_\_ DAY OF \_\_\_\_, 1977 AT  
\_\_\_\_:\_\_\_\_ M.  
NDN-EST ( ) \_\_\_\_/\_\_\_\_/\_\_\_\_ MORTUUS-EST ( ) \_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE DATE

JAMES A. YOUNG  
BY \_\_\_\_\_  
DEPUTY

## GRAND JURY SUMMONS

SAMPLE  
A-6

THE STATE OF MARYLAND  
MONTGOMERY COUNTY, TO WIT:

TO THE SHERIFF OF MONTGOMERY COUNTY, GREETING:  
YOU ARE HEREBY COMMANDED TO SUMMON:

ALBERT R. ALLISON  
3905 QUEEN MARY DR.  
OLNEY , MD. 20503

TO APPEAR IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND,  
COURTROOM ONE, THIRD FLOOR, COURTHOUSE, ROCKVILLE, MARYLAND, ON  
03/01/77 AT 10:00 O'CLOCK A.M. TO SERVE AS A GRAND JUROR,  
HAVING BEEN SELECTED FOR THIS DUTY PURSUANT TO THE PROVISIONS  
OF TITLE 8, COURTS AND JUDICIAL PROCEEDINGS ARTICLE, OF THE  
ANNOTATED CODE OF MARYLAND.

WITNESS THE HONORABLE JOHN J. MITCHELL, JURY JUDGE OF THE  
SIXTH JUDICIAL CIRCUIT OF MARYLAND.

01/01/77  
(DATE)

TO THE PERSON SUMMONED:

PERSONAL ATTENDANCE IN THE COURTROOM ON THE DAY NAMED IN  
THIS SUMMONS IS REQUIRED.

ROBERT T. CUFF  
JURY COMMISSIONER,  
CIRCUIT COURT FOR  
MONTGOMERY COUNTY, MARYLAND

## SHERIFF'S RETURN

SUMMONED THE ABOVE-NAMED JUROR THIS DAY OF , 1977 AT

NON-EST ( ) / / MORTUUS-EST ( ) / /  
(DATE) (DATE)

JAMES A. YOUNG  
BY

DEPUTY

## GRAND JURY SUMMONS

SAMPLE  
A-7

THE STATE OF MARYLAND  
MONTGOMERY COUNTY, TO WIT:

TO THE SHERIFF OF MONTGOMERY COUNTY, GREETING:  
YOU ARE HEREBY COMMANDED TO SUMMON:

ALBERT R. ALLISON  
3905 QUEEN MARY DR.  
OLNEY, MD. 20503

TO APPEAR IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND,  
COURTROOM ONE, THIRD FLOOR, COURTHOUSE, ROCKVILLE, MARYLAND, ON  
03/01/77 AT 10:00 A.M. TO SERVE AS AN ALTERNATE GRAND JUROR,  
HAVING BEEN SELECTED FOR THIS DUTY PURSUANT TO THE PROVISIONS  
OF TITLE 8, COURTS AND JUDICIAL PROCEEDINGS ARTICLE, OF THE  
ANNOTATED CODE OF MARYLAND.

WITNESS THE HONORABLE JOHN J. MITCHELL, JURY JUDGE OF THE  
SIXTH JUDICIAL CIRCUIT OF MARYLAND.

01/01/77  
(DATE)

TO THE PERSON SUMMONED:

PERSONAL ATTENDANCE IN THE COURTROOM ON THE DAY NAMED IN  
THIS SUMMONS IS REQUIRED.

ROBERT T. CUFF  
JURY COMMISSIONER,  
CIRCUIT COURT FOR  
MONTGOMERY COUNTY, MARYLAND

## SHERIFF'S RETURN

SUMMONED THE ABOVE-NAMED JUROR THIS DAY OF , 1977 AT

NON-EST ( ) / / MORTUUS-EST ( ) / /  
(DATE) (DATE)

JAMES A. YOUNG  
BY  
DEPUTY

SAMPLE  
A-8

HEWLETT & PACKARD

## DATA ENTRY LIBRARY FORM LAYOUT SHEET

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FORM FILE NAME	FORM NAME	CHAIN TO FORM NAME
JURRY	JURORATYDUC	

No.	Name	No.	of Days After	Time
	DUROR ATTENDANCE WORK SHEET			
No. 1	NAME	No. 1	OF DAYS AFTER	6:00 PM:PM
No. 2	NAME	No. 2	OF DAYS AFTER	6:00 PM:PM
No. 3	NAME	No. 3	OF DAYS AFTER	6:00 PM:PM
No. 4	NAME	No. 4	OF DAYS AFTER	6:00 PM:PM
No. 5	NAME	No. 5	OF DAYS AFTER	6:00 PM:PM
No. 6	NAME	No. 6	OF DAYS AFTER	6:00 PM:PM
No. 7	NAME	No. 7	OF DAYS AFTER	6:00 PM:PM
No. 8	NAME	No. 8	OF DAYS AFTER	6:00 PM:PM
No. 9	NAME	No. 9	OF DAYS AFTER	6:00 PM:PM
No. 10	NAME	No. 10	OF DAYS AFTER	6:00 PM:PM
No. 11	NAME	No. 11	OF DAYS AFTER	6:00 PM:PM
No. 12	NAME	No. 12	OF DAYS AFTER	6:00 PM:PM
No. 13	NAME	No. 13	OF DAYS AFTER	6:00 PM:PM
No. 14	NAME	No. 14	OF DAYS AFTER	6:00 PM:PM
No. 15	NAME	No. 15	OF DAYS AFTER	6:00 PM:PM
No. 16	NAME	No. 16	OF DAYS AFTER	6:00 PM:PM
No. 17	NAME	No. 17	OF DAYS AFTER	6:00 PM:PM
No. 18	NAME	No. 18	OF DAYS AFTER	6:00 PM:PM
No. 19	NAME	No. 19	OF DAYS AFTER	6:00 PM:PM
No. 20	NAME	No. 20	OF DAYS AFTER	6:00 PM:PM



**SAMPLE A-A**

ALBERT H. ALLISON	DAYS = 06	FLORENCE ALPERIN	DAYS = 05
3405 QUEEN MARY DR.	AFTER 6:15 PM = 02	1408 PARKMAN RD.	AFTER 6:15 PM = 00
ULMER	TOTAL PAY = \$150.00**	SILVER SPRING	TOTAL PAY = \$ 75.00**
JUNO L. ANDERSON	DAYS = 07	EDGAR C. ASHLEY	DAYS = 05
12004 HOLMURIDGE RD.	AFTER 6:15 PM = 05	4717 BEL PRE RD.	AFTER 6:15 PM = 01
SILVER SPRING	TOTAL PAY = \$150.00**	KNOXVILLE	TOTAL PAY = \$ 60.00**
CHARLES M. BAKER	DAYS = 10	HELEN S. BARKAN	DAYS = 06
13309 CLEVELAND DR.	AFTER 6:15 PM = 00	6515 E. HALBERT RD.	AFTER 6:15 PM = 00
KNOXVILLE	TOTAL PAY = \$150.00**	BETHESDA	TOTAL PAY = \$140.00**
DONALD S. BEARD	DAYS = 07	HOLLIS M. BEARD	DAYS = 09
9206 MOODYVALE DR.	AFTER 6:15 PM = 01	20003 HOFSTEAD LA.	AFTER 6:15 PM = 03
DANMUSCUS	TOTAL PAY = \$110.00**	GAITHERSBURG	TOTAL PAY = \$150.00**
HILLA S. BECK	DAYS = 07	EDWIN A. BEIGHT JR.	DAYS = 07
12215 CUMMECTICUT AVE.	AFTER 6:15 PM = 00	4614 IRIS PL.	AFTER 6:15 PM = 00
SILVER SPRING	TOTAL PAY = \$ 0.00**	ROCKVILLE	TOTAL PAY = \$ 0.00**
JUNO C. BENNETT	DAYS = 07	PATRICIA A. BIANCHI	DAYS = 07
2424 COUNTRYSIDE DR.	AFTER 6:15 PM = 00	10035 DEMOCRACY LA.	AFTER 6:15 PM = 00
SILVER SPRING	TOTAL PAY = \$ 0.00**	KNOXVILLE	TOTAL PAY = \$ 0.00**
MARGARET M. BOEGLER	DAYS = 07	HEMIETIA BOKHLES	DAYS = 07
8007 ENFIELD RD.	AFTER 6:15 PM = 00	11215 OAK LEAF DR. APT. 1215	AFTER 6:15 PM = 00
BETHESDA	TOTAL PAY = \$ 0.00**	SILVER SPRING	TOTAL PAY = \$ 0.00**
MUT S. BORN	DAYS = 07	STEPHEN T. BRADLEY	DAYS = 07
4918 MILLBRIDGE DR.	AFTER 6:15 PM = 00	2101 GLENALLAN AVE #403	AFTER 6:15 PM = 00
BETHESDA	TOTAL PAY = \$ 0.00**	SILVER SPRING	TOTAL PAY = \$ 0.00**
J. BARKANA BROADUS	DAYS = 07	SALLY G. CASSIDY	DAYS = 07
1231 E. RANDOLPH RD.	AFTER 6:15 PM = 00	16 MAGNOLIA PKWY.	AFTER 6:15 PM = 00
SILVER SPRING	TOTAL PAY = \$ 0.00**	CHEVY CHASE	TOTAL PAY = \$ 0.00**
MILTON CHASE	DAYS = 07	ALLEN T. CLAPP	DAYS = 07
6206 HANCOCKBURN DR.	AFTER 6:15 PM = 00	10501 PARKMAN RD.	AFTER 6:15 PM = 00
BETHESDA	TOTAL PAY = \$ 0.00**	SILVER SPRING	TOTAL PAY = \$ 0.00**
MARY M. CLARKE	DAYS = 07	SIEGFRIED M. CLEMENS	DAYS = 07
1400B COVE LK.	AFTER 6:15 PM = 00	504 SIOSSON ST.	AFTER 6:15 PM = 00
KNOXVILLE	TOTAL PAY = \$ 0.00**	SILVER SPRING	TOTAL PAY = \$ 0.00**
HESSIE E. CONNELLY	DAYS = 07	EVELYN B. COSTELLO	DAYS = 07
16911 HANNSVILLE RD.	AFTER 6:15 PM = 00	4618 IRIS PL.	AFTER 6:15 PM = 00
DUTUS	TOTAL PAY = \$ 0.00**	KNOXVILLE	TOTAL PAY = \$ 0.00**
MARCIA G. CRAWFORD	DAYS = 07	ROBERT M. CRECET	DAYS = 07
3213 BLUEBIRD RD.	AFTER 6:15 PM = 00	3 GOODHART CT.	AFTER 6:15 PM = 00
KENSINGTON	TOTAL PAY = \$ 0.00**	GAITHERSBURG	TOTAL PAY = \$ 0.00**
DONIS L. CLARKA	DAYS = 07	BRIAN L. DARNELL	DAYS = 07
3441 PLAINVIEW DR.	AFTER 6:15 PM = 00	12401 GREENHILL DR.	AFTER 6:15 PM = 00
BETHESDA	TOTAL PAY = \$ 0.00**	SILVER SPRING	TOTAL PAY = \$ 0.00**



JURY UT

RT

.....  
USE .....  
.....  
SENT AT .....  
JLL CALL .....

NUMBER OF JURY  
TRIALS SCHEDULED .....

I. COURT ROOM ASSIGNMENTS  
OF JURORS

<u>CRIMINAL</u>	<u>TIME</u>	<u>NUMBER OF JURORS</u>
Court Room #.....	.....	.....
Court Room #.....	.....	.....
Court Room #.....	.....	.....
B. <u>CIVIL</u>		
Court Room #.....	.....	.....
Court Room #.....	.....	.....
Court Room #.....	.....	.....
Court Room #.....	.....	.....
Court Room #.....	.....	.....

II. WAITING JURORS

Number of Jurors in Lounge as of: 11:30----- 2:00 ----- 3:30\* -----

III. JURORS DISMISSED FOR DAY

TIME ----- NUMBER -----

IV. JURORS IN CASES CARRIED OVER

<u>A. CRIMINAL</u>	<u>NUMBER</u>
Court Room #.....	.....
Court Room #.....	.....
Court Room #.....	.....
B. <u>CIVIL</u>	
Court Room #.....	.....
Court Room #.....	.....
Court Room #.....	.....
Court Room #.....	.....

V. JURORS AVAILABLE FOR NEXT DAY

PANEL TOTAL .....  
EXCUSED .....  
CARRIED OVER .....  
BALANCE .....

VI. COMMENTS

\* .....  
.....

.....  
JURY COMMISSIONER

